Weekly - Petty cash /expense card statement.

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Date:	Sign:	Approved by:	Amount to credited by	11.	10.	9.	.%	7.	6.	5.	4-	ုယ	2.		SI No	From period	Prepared by	Name
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Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipted of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6 Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

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Voucher No Dat	te: 12/2/	25
Paid to SLNS Vided	Rs.	Ps.
towards 8mm casette l'mini DVD conversation	600	1
Rupees Six Hunderd only		
Paid by Cheque Cash Cheque No. Dated Drawn on Bank	600	
Prepared by Approved by Receiver's Sig	nature	